



**CITY OF MANCHESTER**  
**HISTORIC REVIEW COMMISSION MINUTES**  
**March 18, 2013**

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**ATTENDANCE**

Chairman Thom Kuntzman – Present  
Vice-Chairman Ken Aston – Present  
Commissioner Janice DiGirolamo – Present  
Commissioner Sandra Wilmoth - Present

Commissioner Sue Simons – Present  
Commissioner Bob Strothkamp - Present  
Aldermanic Liaison John Diehl – Present

**CITY OFFICIALS**

Franz Kraintz - Director of Planning, Zoning & Economic Development

**CALL TO ORDER**

Chairman Kuntzman called the meeting of the City of Manchester Historic Review Commission to order at 5:40 p.m. The attendance at the meeting is reflected above.

**APPROVAL OF THE MINUTES**

Commissioner Simons made a motion to approve the minutes of the February 11, 2013 meeting which was seconded by Alderman Diehl. Unanimously approved. Commissioner Simons made a motion to approve the minutes of the special meeting on March 4, 2013, seconded by Commissioner DiGirolamo. Unanimously approved.

**REVIEW OF 2013 GOALS**

Chairman Kuntzman reiterated a goal that the HRC and thereby the City know what its historic resources are. A common refrain is that what is available is scattered in different areas and locations and it would be ideal if these could be catalogued and assembled in one, secure location. He inquired if the City had any of the original plats (layouts of the City). He has had to use outside sources to find such information and wonders where this stuff is available. Chairman Kuntzman then reminded everyone that as the HRC reviews the goals, confidentiality of privileged information heard during the recent closed session to be observed at all times.

In Goal #1, working with other CLGs, the CLG Coordinator was contacted about comparable communities at the same stage of existence as the Manchester CLG. The HRC received names of a few communities and there may be attempts to reach out to them for future collaboration. In the meantime, Director Kraintz was asked to forward information on to the HRC regarding the statewide CLG Forum held on April 19 so that those interested in going can register.

For Goal #2 regarding dialoguing with the Board of Aldermen, Aldermen Diehl will invite several Aldermen to future HRC meetings. The Board of Aldermen support the important role the HRC plays and the HRC would like to work more closely with the Board on projects in the future.

As for educating the public about Manchester's history stated as Goal #3, the HRC will continue to work on making announcements about their efforts but also to showcase what's in Manchester but writing

articles for the city newsletter and website. Vice-Chairman Aston mentioned several publications that recall the history of Manchester and it was discussed that these should be publicized.

Completing the inventory of historic places is stated in Goal #4. Gary Tetley had started a comprehensive review of the entire city but could not finish due to scheduling conflicts. Chairman Kuntzman asked that we find out how much still needs to be done and get that completed as soon as possible. Director Kraintz agreed to get an update from Gary as to his progress and finishing it.

As for the official inventory, limited only to the 1983 surveys of historic properties, including ones on Henry Avenue that are on file at the State Historic Preservation Office (SHPO), Chairman Kuntzman discussed how we could get the information updated and in a form acceptable to the SHPO. It was agreed that the old forms would not be discarded but preserved as the historic record at the time. Updated information found on these properties would be submitted to the SHPO in an addendum format where only the changes would be cataloged. To begin the updating process of those surveys already on record with the SHPO, it was decided that each HRC member would take one historic property to review and update. Once completed, they would bring their updated information on the property back to the entire group in a workshop format to summarize and present their findings.

To accomplish Goal #5, Vice-Chairman Aston suggested a title of a book, "Prominent Citizens of St. Louis, as a great resource to use to identify notable Manchester residents from the 1920's era. Resources, such as this, need to be prominently available. It was discussed where historic as well as historical papers, maps, and books etc could be stored in a repository or library. The website was suggested but some felt its capacity was too limited particularly if a lot of material got filed there. Other storage services will be checked out.

This segued nicely into Goal #6, improving HRC information and resources on the City's website. An area had been reserved on it for postings etc., but to contain a "library" of information might require a commercial link-in from a service such as "Dropbox". It would be determined which way to go once the volume of information obtained and submitted became available.

#### **ADJOURNMENT**

The next meeting will be Monday April 1, 2013 at 5:30 p.m.. With the business of the HRC concluded, Commissioner Strothkamp made a motion to adjourn which was seconded by Alderman Diehl. Meeting adjourned at 6:45 p.m.